

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

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**15-017**

EFFECTIVE DATE:

1. <b>DGS OFFICE OR CLIENT AGENCY</b> EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. <b>UNIT NAME AND CITY LOCATED</b> Executive	3. <b>CLASS TITLE</b> Executive Assistant
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8:00 a.m. to 5:00 p.m. -- Flexible	5. <b>SPECIFIC LOCATION ASSIGNED TO</b> Rancho Cordova
6. <b>PROPOSED INCUMBENT (If known)</b>	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 312-100-1728-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Director and Chief Deputy Director of the EMS Authority, the Executive Assistant performs analytical, administrative and secretarial duties for the Director, Chief Deputy Director, and Deputy Director, Policy, Legislative, and External Affairs.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
20%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>This position serves as the personal and confidential Executive Assistant to the Director, Chief Deputy Director, and Deputy Director (Executive Staff). Under the direction of the Director and Chief Deputy Director, the Executive Assistant has considerable responsibility and independence in making routine administrative decisions to support the Executive Staff. Provides staff assistance on sensitive departmental and program issues, administrative assistance, office management and secretarial support. Coordinates activities between the Executive Staff and Departmental Programs.</p> <p>Prepare, review and prioritize correspondence for the Executive Staff. Respond to telephone calls or written requests for information from the Health and Human Services Agency, control agencies, Governor's office, legislative staff and other high-level contacts. Screen incoming visitors and telephone calls, providing answers or direction, and delegate matters that can be handled by subordinate staff, arrange calls of highest priority in proper sequence of importance, including calls from high level departmental and Agency officials as well as officials from various other state offices. Review and evaluate documents submitted to Executive Staff consistent with departmental or program policies applications, completeness, and thoroughness for format, content, and grammar.</p>

11. **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Howard Backer, MD, Director	SUPERVISOR'S SIGNATURE	DATE
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12. **EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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15%	<p><b>Essential Functions (cont.)</b></p> <p>Research and analyze confidential and sensitive departmental or program or project issues at the request of Executive Staff. Analyze and evaluate the issue or problem areas that arise in the Department and prepare status report/recommendations for resolution or take independent action when necessary, gather facts and relevant information on issues or projects and present either verbally or written to Executive Staff in a concise and logical manner for action.</p>
15%	<p>Maintain the calendar of the Executive Staff, independently schedule appointments and meetings by the nature of priority, and prepare agendas and meeting notices as required. Ensure that the Executive Staff have any relevant materials or handouts for meetings prior to the scheduled meeting times. Demonstrate an understanding of current program matters to ensure that highest priority assignments are properly scheduled. Prepares travel arrangements, travel reimbursements and other travel assistance to the Executive staff; ensures that travel arrangements, training requests, hotel and rental car reservations, and travel expense claims, advances and reimbursements are prepared and approved correctly for executive staff.</p>
15%	<p>Maintain tracking logs and files for controlled assignments, and controlled correspondence for identification of assignments and due dates, independently assign to Departmental programs for appropriate action/response, as necessary. Follow-up on projects and assignments to ensure deadlines are met. Review the work of the Departmental program's that have submitted documents for signature to ensure that consistent application of departmental/program policies and procedures are met.</p>
10%	<p>Oversees Commission meeting preparation, including developing monthly workflow calendar, acting as point of contact for Commission members, executive staff and outside parties; schedules briefings and meetings; reviews and proofreads all agenda materials; ensures Commission members, the Executive Director, and other staff receive appropriate materials; ensures materials are posted to the public website and all interested parties are notified in a timely manner; and follows all office and mandated guidelines. Provides orientation to new Commission members.</p>
10%	<p>Coordinates meetings of local EMS agency administrators and medical directors, stakeholders, and other advisory groups on behalf of the Executive Office;.</p>
5%	<p>Serves as the departmental coordinator for Fair Political Practices Commission, training and Form 700 process;</p>
5%	<p>Supports legislative and external affairs tasks and assignments, under direction of the Deputy Director of Policy, Legislation, and External Affairs; assist in the coordination of the annual EMS Awards program.</p>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Assists in the development and maintenance of EMSA database and computer based calendar system. Maintains departmental contact lists. Acts as facilitator to the projects, plans for purchase, implementation, and maintenance of systems in conjunction with support staff.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> The principles and methods of public and business administration; office management principles, methods and procedures; good personnel and fiscal management practices; the organization's relationship with other governmental entities; the administrator's responsibilities with regard to the organization's programs; the functions, programs and operations in the Administrator's area of responsibility; the principles and practices of supervision; the Department's Equal Opportunity Program objectives; a supervisor's role in the Equal Opportunity Program and the processes available to meet equal opportunity objectives.</p>

**Ability to:** Think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; learn new tasks; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; type at a speed of 45 words per minute; Use Microsoft Office Suite applications at a high level, including Word, PowerPoint, Excel, and Outlook; supervise the work of others; effectively contribute to the department's affirmative action objective.

**SPECIAL PERSONAL REQUIREMENTS**

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

**DESIRABLE QUALIFICATIONS**

- Positive attitude.
- Dependability and excellent attendance record.
- Excellent customer services skills.
- Excellent organizational skills.
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**INTERPERSONAL SKILLS**

Ability to exercise a high degree of initiative, independence, and originality.

**WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Professional attire suitable as a representative of the Executive Office environment, business dress for a professional office
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Occasional travel required.